

Universal Emergency Procedures

Evacuation—for use when conditions outside are safer than inside.

When announcement is made or alarm sounded:

- Take the closest and safest way out as posted (use secondary route if primary route is blocked or hazardous).
- Take roll book for student accounting.
- Assist those needing special assistance.
- Do not stop for student/staff belongings.
- Go to designated assembly area.
- Check for injuries.
- Take attendance; report according to Student Accounting and Release procedures

Reverse Evacuation—for use when conditions inside are safer than outside.

When the announcement is made:

- Move students and staff inside as quickly as possible.
- Assist those needing special assistance.
- Report to classroom.
- Check for injuries.
- Take attendance; report according to Student Accounting and Release procedures.
- Wait for further instructions.

Severe Weather Safe Area—for use in severe weather emergencies.

When announcement is made or alarm sounded:

- Take the closest, safest route to shelter in designated safe areas (use secondary route if primary route is blocked or dangerous)
- Occupants of portable classrooms shall move to the main building to designated safe areas
- Take roll book for student accounting
- Take attendance; report according to Student Accounting and Release procedures
- Assist those needing special assistance
- Do not stop for student/staff belongings
- Close all doors
- Remain in safe area until the “all clear” is given
- Wait for further instructions

Shelter in Place—for use in external gas or chemical release scenarios

When the announcement is made:

- Students are to be cleared from the halls immediately and to report to nearest available classroom or other designated location
- Assist those needing special assistance
- Close and tape all windows and doors and seal the gap between bottom of the door and the floor (external gas/chemical release)
- Take attendance; report according to Student Accounting and Release procedures
- Do not allow anyone to leave the classroom

Lockdown—for use to protect building occupants from potential dangers in the building.

When the announcement is made:

- Students are to be cleared from the halls immediately and to report to nearest available classroom
- Assist those needing special assistance
- Close and lock all windows and doors and do not leave for any reason
- Cover all room and door windows (check with your local law enforcement regarding the covering of the doors and windows)
- Stay away from all doors and windows and move students to interior walls and drop
- Shut off lights
- BE QUIET!!
- Wait for further instructions

Drop, Cover and Hold—for use in earthquake or other imminent danger to building or immediate surroundings

When the announcement is made:

- Drop—to the floor, take cover under a nearby desk or table and face away from the windows
- Cover—your eyes by leaning your face against your arms
- Hold—on to the table or desk legs, and maintain present location/position
- Assist those needing special assistance
- Wait for further instructions